

25X1A

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010028-5

Next 1 Page(s) In Document Exempt

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010028-5

~~SECRET~~

inspection of Far East Stations in the very near future. Correspondence was prepared wherein this Staff will be requested to obtain information on several problems and/or questions which involve the Transportation Division.

3. OTHER ITEMS OF INTEREST

a. Shipments via Railway Express Agency (New Item - Completed)

During the week, three shipments were made via Railway Express. One shipment of battery acid shipped [REDACTED] for the Supply Division weighed only twelve pounds, but could not be sent via Parcel Post because of restrictions against mailing acid. A transformer weighing 35 pounds was shipped [REDACTED] for the Supply Division, and another shipment of a case of grinding wheels weighing 46 pounds was shipped [REDACTED] for the Contact Division.

25X1A

25X1A

25X1A

b. Air Shipments (New Item - Completed)

Twenty-six cargoes were shipped via air during the week. The cargoes were forwarded in 20 individual shipments for five area divisions, two support staffs, IO/SD, and OSI. Fifteen

25X1C

[REDACTED]  
listed below:

25X1A

<u>Requesting Activity</u>	<u>No. of Shipments</u>	<u>No. of Cargoes</u>	<u>Destination</u>	<u>No. of Cases</u>	<u>Pounds Weight</u>	<u>Cube</u>	<u>Type of Transport</u>
----------------------------	-------------------------	-----------------------	--------------------	---------------------	----------------------	-------------	--------------------------

<u>Requesting Activity</u>	<u>No. of Shipments</u>	<u>No. of Cargoes</u>	<u>Destination</u>	<u>No. of Cases</u>	<u>Pounds Weight</u>	<u>Cube</u>	<u>Type of Transport</u>
[REDACTED]							

~~CONFIDENTIAL~~

~~SECRET~~

**SECRET**

c. Temporary Assignment of Vehicle to ORR (New Item - Completed)

25X1C In accordance with a request from D/T, ORR, a passenger vehicle [REDACTED] was made available to that office, commencing 9 January. This assignment is to continue until 31 January in connection with a special project. The car is being driven by a representative of D/T, ORR.

d. Central Control of Unvouchered Funds for Transportation of Things (New Item - Completed)

*was  
this  
coordinated  
with  
subject  
officer*  
A staff study and a proposed handbook on control of unvouchered funds for transportation of things submitted to the Chief of Logistics for concurrence by the Comptroller have been reviewed. Comments and recommendations of this Division were submitted to the Assistant Chief for Operations as requested.

e. Orientation of Personnel (New Item - Completed)

On Wednesday, 5 January, [REDACTED] who recently returned from the Far East, was given a briefing on the organization, mission and functions of the Transportation Division.

25X1A

f. Packing and Shipping Information for Household Effects (New Item - Continued)

Work has been started on the compilation of information believed to be desirable for use by Agency personnel who have household effects to be shipped to an overseas station. It is intended that information relative to the approximate weight, size and cube of "typical" items owned by the average family be included in the information being assembled. It is intended that this material be made available to the prospective traveler, provided that security approval for its issuance in unclassified form can be obtained.

g. Screening of Records (New Item - Completed)

Nineteen (19) linear feet of obsolete travel and transportation records were forwarded to the Agency Records Center. These records pertained to completed travel and transportation transactions and were of no further immediate value to the Passenger Movement Branch. This group of records brings to forty eight (48) linear feet the number of obsolete records that have been retired during the last six months and completes the initial screening of all such records.

4. SPECIAL PROBLEMS

None

**SECRET**

**SECRET**

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010028-5

5. MAJOR OBJECTIVES

a. Development of contracts with three packing and storage companies in the Washington, D. C., area for the purpose of utilizing their facilities and services in processing and storing baggage, personal effects, household effects, and privately owned automobiles of Agency employees who are transferred from the United States to a field station in an overseas area or are returning from overseas.

PERCENTAGE COMPLETED: 45%

b. Establishment of an agreement with Supply and Procurement Divisions concerning coordination with the Transportation Division of all matters regarding transportation of materiel and supplies with emphasis on those transportation arrangements with commercial vendors for delivery of materiel and supplies to Agency installations.

PERCENTAGE COMPLETED: 15%

c. Re-edit and reproduce the Cargo Branch film as a presentation of the basic activities of the Cargo Branch to be utilized at future sessions of the Logistics Support Course and similar courses, as well as for indoctrination of Logistics personnel of various Agency components.

PERCENTAGE COMPLETED: 70%

d. Review of current laws and regulations relative to the movement of persons and their personal effects, and the development of additional implementing regulations to insure their movement in a manner that is consistent with security, economy, and efficiency.

PERCENTAGE COMPLETED: 42%

e. Preparation of necessary basic issuances for the control of the allocation, operation, use and maintenance of Agency motor vehicles.

PERCENTAGE COMPLETED: 40%

f. Development of a records management program to record and reflect vehicular maintenance and operation costs.

PERCENTAGE COMPLETED: 10%

- 5 -

**SECRET**

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010028-5

**SECRET**

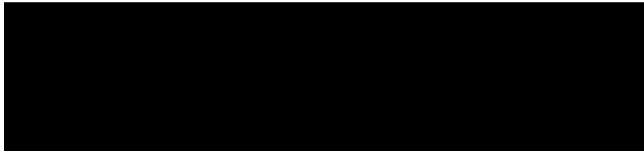
Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010028-5

g. Preparation of Plans for the complete rehabilitation of office space at the Que Building Motor Pool for use as a dispatcher's office and chauffeur's waiting room, to correct a condition which is wholly inadequate and detrimental to economical and efficient operations.

PERCENTAGE COMPLETED: 25%

h. Study and development of a plan to improve the preventive maintenance program within the full scope of the policy presently established.

PERCENTAGE COMPLETED: 30%



25X1A

LO/TD/DRB:ecb (13 January 1955)

Distribution:

Original & 5 - Addressee  
1 - Official File

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010028-5

**SECRET**